



CITY OF SAN JOSÉ, CALIFORNIA

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CIVIL SERVICE COMMISSION

Bill Brill, Chair
Sharon L. Hightower, Vice Chair
Dave Busse
Richard J. Giovannetti
Leon Louie

SYNOPSIS CIVIL SERVICE COMMISSION

TO ARRANGE AN ACCOMMODATION UNDER THE AMERICANS WITH DISABILITIES ACT TO PARTICIPATE IN THIS PUBLIC MEETING, PLEASE CALL (408) 277-4429 OR (408) 998-5299 (TTY) AT LEAST 48 HOURS BEFORE THE MEETING.

**Agenda Closing 12:00 Noon Wednesday
Eight Days before Commission Meeting**

4:00 p.m. Council Chambers – Room 205 October 7, 2004

ORDER OF BUSINESS

ROLL CALL

Present: Commissioners Giovannetti, Hightower, Louie and Brill
Absent: Commissioner Busse

ORDERS OF THE DAY UNANIMOUSLY ADOPTED

CONSENT CALENDAR UNANIMOUSLY ADOPTED AS AMENDED

Employee Services Deputy Director Russ Strausbaugh filed a memo dated October 7, 2004 requesting removal of Items #3b (4), (5) and (6) under Revision of Class Specifications pertaining to Parking Control classification specifications, stating that Employee Relations requested deferral at this time because of recent developments.

1. Information Only

- a. Hiring Summary – Memorandum from Employee Services Department (ES) dated September 29, 2004 listing complaints about hiring issues and a summary of hiring activity for the period July 4, 2004 through September 11, 2004, was filed.

2. Minutes of June 29, 2004, June 30, 2004, July 28, 2004, September 2, 2004 and September 2, 2004 (Guerrero hearing) were approved.
3. Employee Services Report dated September 29, 2004 listing the following amendments to the classification plan, was filed, with the exception of items 3b (4), 3b (5), and 3b (6) which were removed from the report.
 - a. New Class Specifications
 - 1) Building Inspection Manager (3910)
 - b. Revisions of Class Specifications
 - 1) Building Inspector, Supervisor (3919) and Certified (3912)
 - 2) Community Programs Administrator (6104) (formerly titled Child Care and Youth Services Coordinator)
 - 3) Senior Librarian (6235)
 - ~~4) Parking & Traffic Control Officer (2451) and PT (2452) (formerly titled Parking Control Officer)~~
 - ~~5) Senior Parking & Traffic Control Officer (2453) (formerly titled Senior Parking Control Officer)~~
 - ~~6) Parking & Traffic Control Supervisor (2455) (formerly titled Parking Control Supervisor)~~
 - c. Deletions
 - 1) Sr. Computer Operator (1335)
 - 2) Community Garden Coordinator (3417)
 - 3) Sr. Communications Services Operator (1178)
 - 4) Database Administrator (8125)
 - 5) Guest Services Administrator (6331)
 - 6) Principal Development Officer (4228)

END OF CONSENT CALENDAR

4. Hearings scheduled:
 - a. Scheduling of the appeal of dismissal of Victor De La Cerda, Maintenance Worker II (3114) if valid explanation provided for absence at previous scheduling meeting. Written time waiver filed. (Dodson/De La Cerda) Deferred from August 5, 2004. Hearing Officer Hightower found the appellant's explanation for absence sufficient. Deferred to November 4, 2004 at request of appellant.
 - b. The appeal of demotion of Richard Stahlberger, Electrical Maintenance Supervisor (3155) was rescheduled to December 6, 2004 at 6:30 p.m. and December 7, 2004 at 6:30 p.m., if a second evening is necessary. Hearing of October 26, 2004 cancelled. Presiding Officer Hightower requested that both parties participate in a prehearing telephone conference with her one week prior to the hearing. (Gurza/Stahlberger)

4. Hearings scheduled: (Cont.)
 - c. The appeal of suspension of Christopher Drew, Police Officer (2215) was deferred to November 4, 2004 at the request of appellant's counsel. Written time waiver filed. (Smyth-Mendoza/Brown)
 - d. The appeal of suspension of William Gonzales, Police Officer (2215) was deferred to November 4, 2004 by mutual consent of both attorneys. Verbal time waiver given by appellant's counsel (Churchill/Luca)
 - e. The appeal of suspension of Lorenzo Sanchez, Police Sergeant (2216) was scheduled for December 15, 2004 at 6:30 p.m. Verbal time waiver given by appellant. Presiding Officer Hightower requested that both parties participate in a prehearing telephone conference with her one week prior to the hearing. (Churchill/Sanchez)
5. Kelly Stevenson's appeal to decision of Employee Services Department and Employee Health Services Physician to rescind employment offer based on medical restrictions. Appeal denied based on fact that City cannot accommodate appellant's restriction on lifting items greater than 20 pounds.
6. Discussion held regarding upcoming City Council Salary Setting Commission appointments effective January 1, 2005. Assistant City Clerk Nancy Alford provided a status report.
7. Monthly verbal report of the Employment Oversight Committee (EOC). Employee Services Deputy Director Strausbaugh provided the status report and responded to questions from the Commission.

ORAL PETITIONS

There were none.

ADJOURNED at 5:25 p.m. to October 27, 2004 at 6:30 p.m. to hear the appeal of demotion of Betty Keith, Recreation Superintendent (3129). (Gurza/Cohn)